

~~SECRET~~
Security Information
DIARY

Assistant for Admin. (DD/I)

Wednesday, 27 May 1953

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1. Made available to [] some suggested items for the check list being drafted by him at General Cabell's request to guide offices in the preparation [] Also reviewed with him the draft of other questions which he had assembled from various offices.

2. Attended the meeting of the Professional Selection Panel.

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4. Referred to [] for comment, prior to taking up with DD/I, the memorandum from General Cabell addressed to the various Deputies suggesting certain changes in the basic concept for development of Agency regulations.

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6. Reviewed with [] an OSI draft of the additional information to be provided in connection with the [] case. It was agreed that it would revised to more specifically point up the nature of the work to be performed [] and the benefits to be derived by OSI.

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25X1A9A Set up a meeting for Friday with the area records officers and
[redacted] of the Records Management Staff to secure comments to the pro-
posed CIA File Manual. [redacted] concurred that the Manual should provide
a guide line to the filing of administrative material and that suggested
filing procedures pertaining to substantive material should be deleted
because of the need for tailor-made filing requirements to meet the indi-
vidual needs of each office.

[redacted]

[redacted]